

**PERFORMANCE SKILLS EVALUATION CHECKLIST
 (OPTIONAL)**

May be used by student or teacher to record ongoing progress.

Student Name: _____ **Period:** _____

Performance rating scale:

4 = Highly Skilled Successfully demonstrated without supervision
 3 = Moderately Skilled Successfully demonstrated with limited supervision
 2 = Limited Skill Demonstrated with close supervision
 1 = Not Skilled Demonstration requires direct instruction and supervision
 A minimum score of 3 for each of the following performance skills must be achieved to meet state skill certification requirements—which represents attaining at least 80% competency on the applicable state core standards.

PERFORMANCE SKILLS STANDARDS				
Standard 01 – Keyboarding	1	2	3	4
Use correct keyboarding technique and improve speed and accuracy.				
<i>This includes the following:</i> <i>Eyes on copy or screen, not on keys.</i> <i>Fingers curved and oriented to home row.</i> <i>Correct fingers used for keystrokes on alphabet, number, and symbol keys</i> <i>Key with smooth rhythm and quiet hands.</i> <i>Forearms parallel to slant of keyboard; wrists low but not resting on any surface.</i> <i>Proper sitting posture: body centered, feet provide balance, elbows naturally at sides.</i>				
Standard 02 – Basic Word Processing Functions	1	2	3	4
Use word processing software to do basic word processing functions.				
<i>This includes the following: follow written instructions; identify components in a word processing window; know default settings for margins, line spacing, alignment, and tabs; access features and execute commands using menus, toolbars, and the keyboard; move the insertion point and select text using the keyboard and mouse; create and save documents; open and close documents; and view and print documents.</i>				
Standard 03 – Editing	1	2	3	4
Use word processing software to edit documents.				
<i>This includes the following: make corrections indicated by proofreaders' marks; use writing tools for spelling, thesaurus, and grammar; demonstrate various deletion methods; use Undo and Redo; use Insert and Overtyping (or Typeover); use cut, copy, and paste within a document.</i>				

Standard 04 – Document Formatting	1	2	3	4
Use word processing software to format documents.				
<i>This includes the following: use alignment, line spacing, and margin features; use page numbering, vertical centering, and headers and footers; change appearance of text with bold, center, underline, and changing the font face, size, and appearance; set left, right, center, decimal, and dot leader tabs and create tabulated text; format paragraphs with a left indent, a left and right indent, and a hanging indent; use widow/orphan protection and insert page breaks; insert bullets and create numbered lists; and organize information in rows and columns using the table feature.</i>				
Standard 05 – Business Documents	1	2	3	4
Use word processing software to create business documents.				
<i>This includes the following: prepare a memo; prepare a business letters using block and modified block styles and open and mixed punctuation; and prepare a report with references using an acceptable format.</i>				

I certify that all students who took the Word Processing test on _____ completed
 (Test Date)
 the activities listed above with a score of 3 or 4 according to the performance rating skills
 at the top of the page.

 (Teacher Signature)

 (Date)